



CALL FOR APPLICATIONS - NOTICE No CPBS-1/2023

Católica Porto Business School Master Programmes | Academic Year 2023/2024

The Board of Católica Porto Business School (CPBS), Universidade Católica Portuguesa, announces the opening of applications for the Master's Programmes, under its Master programmes Regulation.

1. General Conditions to Access the Master Programmes:

Graduates from different scientific areas can apply to the Masters of the Católica Porto Business School and must meet one of the following requirements:

- a) Hold a higher academic degree (foreign higher academic degrees included) awarded following a 1st cycle of studies organized according to the principles of the Bologna process by a State adhering to this process;
- b) Hold a foreign higher academic degree, that is recognized by the Scientific Council of the CPBS as satisfying the objectives of the degree of "*licenciado*";
- c) Hold an academic, scientific or professional curriculum that is recognized by the Scientific Council of CPBS as meeting the requirements to carry out the master's degree that they apply to, when they do not meet the requirements referred to in points a), b) and c);

It is strongly recommended that students possess the B2 (The Council of Europe's Common European Framework of References for Languages) English language competency prior to commencing their studies. Proof of English proficiency is not required but is encouraged.

2. Places available (for the set of all application calls):

| Curso | Nº de vagas |
|----------------------------|-------------|
| Auditing and Taxation | 25 |
| Business Economics | 20 |
| Finance | 30 |
| Management | 90 |
| Human Resources Management | 20 |
| Marketing | 25 |



3. Application dates

Applications for Masters of the Católica Porto Business School are permanently open.

The Admissions jury meets three times a year to assess the applications according to the following schedule:

| Call | Deadline | Assessment period | Results disclosure | Enrolment |
|-----------------|-------------|--------------------------|--------------------|--------------------|
| 1 st | February 28 | 1-17 March | March 22 | Until March 31 |
| 2 nd | May 10 | 11-26 May | May 30 | Until June 9 |
| 3 rd | August 24 | August 25 to September 6 | September 8 | Until September 15 |

International Applicants

For international applicants who need a **visa** and/or **legalization of documents** in their country of origin, **it is strongly recommended to apply in the 1st call**, so that they have the necessary time to obtain it.

4. Elements of the Application Process

- Copy of the Identification Document/Passport or [Identification Data Form](#) or
- [Curriculum Vitae \(CV\) – CPBS Model](#)
- 2 Reference letters (optional for current or former CPBS students)
- Diploma¹ or Certificate including a transcript of records¹ (with full course list and grades), mentioning a final grade for the degree, and information on the grading scale, indicating the minimum and maximum pass mark.

Applicants who have not yet graduated should submit the following documents instead of the diploma:

- an interim academic transcript (with full approved course list and grades), and information on the grading scale, indicating the minimum and maximum pass mark. Screenshot images from self-service portals are also acceptable if applicants are unable to obtain a transcript document, and
- a [declaration under oath](#) stating the course, school, expected average and the conclusion date
- [Form indicating the area of specialization](#) (only for applicants to the Master's in Management)
- [Form for students with Special Educational Needs \(SEN\)](#) - if applicable

Additional optional assessment elements (that may enrich your application)

¹ Documents issued in other countries will have to be legalized by the **Portuguese diplomatic** or consular authority in the issuing country, or contain the **Hague Apostille**, except for United Kingdom, and countries from EU, or European Economic Area, or European Free Trade Association. When they are written in a foreign language other than Spanish, English or French, the respective translation must be delivered, carried out in accordance with the provisions of the notarial law.



- Diploma of English, official level B2 or higher of The Council of Europe's Common European Framework of References for Languages, or equivalent diploma (TOEFL, IELTS, FCE ou CAE)
- Complementary evaluation elements (e.g., GMAT ...)

5. Submission of application

Applications are to be submitted [online \(https://secretaria.porto.ucp.pt/CandidaturasOnline/\)](https://secretaria.porto.ucp.pt/CandidaturasOnline/). The applicant will receive a confirmation of application receipt, where he/she can find the payment details of the application fee. The application will only be concluded when the payment is made.

Foreign applicants who do not have a bank account in Portugal and therefore use bank transfer as means of payment (IBAN) should send proof of payment by email to admissions.porto@ucp.pt.

6. Applications assessment, ranking criteria, and publication of the results

The selection and ranking of the candidates will be carried out, in each Master Programme, by a jury composed by the Master's Coordinator and the Associate Dean for the Master's Programmes of Católica Porto Business School. The criteria considered are as follows:

| Criteria | Weight |
|---------------------------------|--------|
| Undergraduate Degree Average | 48% |
| Adequacy of the previous degree | 52% |

CPBS reserves the right to set a minimum application score for each phase, depending on the quality of the candidate's results.

The jury each master's programme may increase the candidate's evaluation, considering the professional or research experience and/or the Candidate's Global Evaluation (Academic and scientific curriculum vitae / CV analysis / Other Formations / GMAT / Interview if necessary)

The interview to be held (if necessary) has the purpose of getting to know the candidate's motivations for attending the master's programme, as well as to clarify complementary elements to the curricular evaluation. When scheduled, the non-attendance of the interview will result in the rejection of the candidate.

The analysis of the applications will be made considering the applicant's first choice. Only in situations where the candidate is considered not admitted in the 1st option, will the application in the next option be analysed, on an equal basis with the other candidates.

Each applicant will be informed, as follows, of the result of his application:

"Admitted" (Indicating the Master program to which the applicant is being admitted)

"Admitted Conditionally", Admission is dependent on conclusion of the undergraduate degree with a final GPA equal to or higher than the one stated by the candidate in the declaration.



“Next Round” (Application will be assessed in the next call on equal terms with new applicants)
“Not Admitted” – Result applicable to the Master Program/ academic year. The candidate may apply in the following calls if some evaluation element is added to the application process.

7. Functioning of the Master Programmes

All our Master Programs includes a period of study corresponding to 60 credit units (ECTS) and a period of completion of the Master’s Final Work (MFW), corresponding to 36 credit units, except for the Master Program in Human Resource Management, whose MFW corresponds to 60 units of credit.

The MFW translates into an assignment of scientific nature that can be developed in an academic context, in a business context or in a mixed context.

Classes take place on the premises of the Universidade Católica Portuguesa – Centro Regional do Porto - Foz campus, according to the following timetables:

- **Master in Auditing and Taxation** – Post-work hours: Monday to Friday, from 7h00 p.m. to 10h00 p.m. and Saturday from 9h00 a.m. to 1h00 p.m.;
- **Master in Business Economics** – Daytime hours: Monday to Friday from 8h30 a.m. to 5h30 p.m. and Saturday from 9h00 a.m. to 1h00 p.m.;
- **Master in Finances** – Daytime or Post-work hours: Monday to Friday from 8h30 a.m. to 5h30 p.m. and Saturday from 9h00 a.m. to 1h00 p.m. **OR** Monday to Friday, from 7h00 p.m. to 10h00 p.m. and Saturday from 9h00 a.m. to 1h00 p.m.;
- **Master in Human Resources Management** – Daytime hours: Monday to Friday, from 4h00 p.m. to 8h30 p.m. and Saturdays from 9h00 a.m. to 1h00 p.m.;
- **Master in Marketing** – Daytime or Post-work hours (the latter if there is a minimum number of students to accommodate two classes). Day time class: Monday to Friday from 8h30 a.m. to 5h30 p.m. and Saturday from 9h00 a.m. to 1h00 p.m. **OR** Post-work class: Monday to Friday, from 7h00 p.m. to 10h00 p.m. and Saturday from 9h00 a.m. to 1h00 p.m.;
- **Master in Management** - Daytime or Post-work hours: Monday to Friday from 8h30 a.m. to 5h30 p.m. and Saturday from 9h00 a.m. to 1h00 p.m. **OR** Monday to Friday, from 7h00 p.m. to 10h00 p.m. and Saturday from 9h00 a.m. to 1h00 p.m.; During the second semester, only the generic area offers both daytime and post-work hours classes. In the specialization areas of Business Analytics and Service Management, classes only take place during daytime and in the specialization area of Management Control classes only take place in post-work hours.

Language of Instruction

- **Business Economics; Finance; Marketing; Management:** taught in **English**, but there is the possibility of some elective course units being taught only in Portuguese
- **Auditing and Taxation, Human Resources Management:** taught in **Portuguese**,



but some course units may be taught in English.

- **Management:** taught in both languages during the first semester. In the second semester, only the generic area is taught in both languages. The specializations areas of Business Analytics and Service Management are taught only in English and the specialization area of Management Control is taught only in Portuguese.

8. Tuitions and Fees

Tuitions and fees are set out annually and published in a separate document (fees table), so the amounts to be charged in subsequent academic years will increase.

Extract of the Fees and Tuitions table

(Does not exempt the consultation of the complete and updated document for 2022/2023)

Amounts in effect in 2022/23, may be used as an indication for 2023/2024

| Fees | | |
|--|---|----------------|
| Application | UCP graduates: free Other applicants | Free 50 € |
| Enrolment (includes school insurance and student card) | | 630€ |
| Tuition fees (17.95€/ECTS) | | |
| Human Resources Management | | |
| | 10 instalments / year | 552€/month |
| | Total / year | 5.520€ |
| | Total (two years) | 11.040€ |
| Other master programmes | | |
| | 1 st year: 10 instalments | 552€/month |
| | Total / 1 st year | 5.520€ |
| | 2 nd year: 5 instalments | 662,40€/month |
| | Total / 2 nd year | 3.312€ |
| | (Total 3 semesters) | 8.832€ |

The application and the enrolment fees are not refundable under any circumstances (even if the student cancels the enrolment before initiating the course, or does not meet the conditions for admission in the case of conditional admission).

The enrolment fee and 1st monthly tuition are due at the time of enrolment.

These amounts will be updated in due course on the application website ([here](#)), as well as on the Treasury Services website ([here](#)).



9. Registration

The registration process will be made online and the access to the platform will be provided to the admitted applicants after publication of the results. On this platform, it will be necessary to submit:

- Passport photo (* .JPG, * .PNG or * .GIF)
- Copy of the Vaccination card with the date of the last Tetanus immunization
- Information requested by the Portuguese Ministry of Science, Technology and Higher Education)
- Registration form and other specific documents to be indicated at the time of admission (including information requested by the Portuguese Ministry of Science, Technology and Higher Education)
- Proof of payment of the registration fee and the 1st instalment
- Other documents (namely updated certificates) if applicable

Applicants should be aware of the following documents before formalizing the registration:

- Application results MSc programmes - Católica Porto Business School
- Registration statement document (available upon admission).
- Course regulations (available upon admission)
- [Code of Ethics and Conduct of the Universidade Católica Portuguesa](#)

The applicant's withdrawal is assumed if the registration is not completed within the stipulated period.

If you have not completed your degree at the time of enrolment, the enrolment will take place, and will be subject to the presentation of the respective qualification certificate, by the last working day of the month of September. Failure to present the certificate of qualifications by the due date will result in the annulment of the enrolment and the amount paid for the registration fee will not be refunded.

Presentation in person of the original application documents

The **original documents** previously submitted (diploma, diploma supplement or academic transcript, and remaining documents), **duly legalized when required (see point 4)**, should be presented before the beginning of classes, on a date and time to be defined by the Academic Services.

10. Other informations

• **Scholarships and Merit Awards**

The conditions to access merit scholarships can be consulted in the Regulation for Granting Merit Scholarships in the Master's Programmes of CPBS. The result of the merit scholarships awarded is published each academic year in a public notice up to 15 days after the beginning of classes.

• **Courses Creditation**

The crediting application process must be instructed in an appropriate form, preferably at the time of application or enrolment and current rates will be applied. For more information, please consult the CPBS Credit Regulation.



11. Contacts

For more information contact us:

@ | admissions.porto@ucp.pt

t | +351 939 450 000/12

Schedule an appointment [here](#).

Address

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Rua Diogo Botelho, 1327

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PortoPortugal

Porto, January 12, 2023

Dean of Católica Porto Business School

(Professor Rui Soucasaux Sousa)

